

THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



NUTRITIONIST 1

Salary Range:

\$32,877.00 - \$44,382.00 Annually

POSITION

Anticipated vacancy is in the Women, Infants and Children's Program in the Health and Human Services Department. Under supervision, serves as a nutrition resource person for clients, reviewing and counseling their nutrition and related problems in the area of prenatal or pediatric nutrition. Assists in the determination of clients' eligibility and issues special packages of food for high-risk clients. Counsels and documents high-risk clients. Assists in the nutrition-planning component of the WIC program. Assists with outreach efforts in the community and develops nutrition educational materials for clients. Performs related work as required. This is a Union position and the hours of work are 40 per week. **This is a grant-funded position renewable on an annual basis. The City of Hartford is not obligated to fund this position upon termination of funding.**

QUALIFICATIONS

Graduation from an accredited four-year college or university with a degree in the field of nutrition or dietetics. Wherever possible, appropriate equivalents will be considered. **A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT. APPLICATIONS WITHOUT PROPER DOCUMENTATION WILL NOT BE PROCESSED.**

SPECIAL QUALIFICATIONS: Must possess a valid Driver's License. **A COPY OF YOUR DRIVER'S LICENSE MUST BE SUBMITTED WITH THE APPLICATION.**

EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of a rating of your training and experience as contained on your application and may include a written test, an oral test, a performance test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of the principles and practices of maternal and child nutrition; Knowledge of social and welfare agencies, institutions, clinics and allied cooperating agencies in the community; Knowledge of the techniques of interviewing, counseling, and working with people in direct service; Ability to establish and maintain effective working relationships with employees, clients, outside agencies, and the general public; Ability to express oneself clearly and concisely, orally and in writing. If selected for the position, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening examination, and a background check. If appointed, you will be required to serve 3-12 months of probation. This examination is subject to all Federal, State, and Municipal laws, rules and regulations.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

APPLICATIONS WILL BE ACCEPTED UNTIL SUFFICIENT APPLICATIONS HAVE BEEN RECEIVED.

Exam No: 2555

Issued: 11/24/2008

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to

DEPARTMENT OF HUMAN RESOURCES

MUNICIPAL BUILDING

550 MAIN STREET

HARTFORD, CONNECTICUT 06103

TELEPHONE (860) 757-9800

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

CHANGE OF ADDRESS: It is *your responsibility* to notify the Department of Human Resources of any Change of Address on your application.